

**EXAMPLE RISK ASSESSMENT –OUTDOOR WORK ACTIVITIES DURING CORONAVIRUS PANDEMIC (COVID-19)**

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| ***Department:*** | *Insert* | ***Service Team:*** | *Insert* |
| ***Manager:*** | *Insert* | ***Persons undertaking the assessment:*** | *Insert* |
| ***Work Activity being assessed:*** | Outdoor Work Activities+ COVID-19 | ***Risk Assessment Number:*** | *Insert* |
| ***Date of assessment:*** | *Insert* | ***Date of next review:*** | *Suggest review in one month or sooner if Government advice changes* |

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| **SCOPE OF OPERATION, LOCATION AND TIME** | **ASSOCIATED GUIDANCE** |
| **SCOPE OF OPERATION (description of tasks being undertaken):**  *Add in any other facilities/activities relevant to your site* | NHS 111  <https://111.nhs.uk/covid-19>  Government guidance: <https://www.gov.uk/coronavirus>  <https://www.gov.uk/government/organisations/public-health-england>  <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work>   * Essential advice from the Council’s Public Health Team is accessed [here](https://enfield365.sharepoint.com/sites/intranethub/SitePages/Coronavirus-FAQ's.aspx) |
| **LOCATION:**  *Insert location* |
| **WHEN DOES THE ACTIVITY TAKE PLACE** *(early hours, during normal hours, after 6pm or at weekends)*  *Add in any other hours/days* |

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| **Council Risk Assessment Sheet** | | | | | | | | | |
| **Activity:** | Outdoor work activities during COVID-19 | | **No. of pages:** | |  | | **Page number:** | |  |
| **What are the hazards?** | **Who is at risk and How would they be harmed?**  (e.g. staff, public, contractors – trip, slip, fall, assault) | **What is currently done to reduce / control the risk?** | | **Risk level scoring**  **(H,M,L)** | | **What more can be done to reduce risk?** | | **Action by whom, by when?** | |
| ***Staff who are clinically vulnerable, extremely clinically vulnerable (shielding) or live with a household member who is vulnerable or extremely vulnerable*** |  | Where staff can deliver their service remotely/from home they will until/unless advised otherwise by their manager.  Staff with vulnerabilities will undertake their usual work remotely/from home if possible or redeployed to other work that can be undertaken remotely.  If the nature of the work is that clinically vulnerable persons cannot work remotely, the manager will considerif the control measures in the risk assessment are sufficient to protect the staff member or what other alternative options are available (eg working in lower risk areas) for the staff member and consult with HR as needed.  **Clinically Vulnerable:**  Staff who are clinically vulnerable (see section 8 [here](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing)) can attend the workplace if required but are advised to minimise contact with others outside their household as much as possible. Staff who are concerned should speak to their manager. Managers to take HR advice if needed.  **Extremely clinically vulnerable (shielded):**  Staff who are extremely clinically vulnerable (shielding) (see [here](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)) are advised to stay at home and avoid all contact with others, except for essential medical treatment or support. You will have received a NHS letter if identified as needing shielding. Please discuss with your manager. Managers to take HR advice if needed.  **Staff living with a household member wo is Clinically Vulnerable or Extremely clinically vulnerable (shielded):**  Staff who are living with or caring for a vulnerable or shielding household member are advised to follow the guidance [here](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19). Please speak to your manager if you have any concerns. Managers to take HR advice if needed. | |  | |  | | Manager and staff | |
| ***Staff who have higher risk factors to Covid-19 such as:***   * ***Shielding staff*** * ***Clinically vulnerable (over 70 or underlying health conditions)*** * ***Pregnant*** * ***BAME*** * ***Carer for a vulnerable person*** * ***Men over 40*** | **WHO**  Staff with protected characteristics  **HOW**  Emerging evidence suggests that alongside underlying health conditions, there are key demographic factors that can affect people’s vulnerability or is a ‘risk factor’ in relation to COVID-19. Such as:  Older people, Men (from 40 and over), and people from Black and Asian and Minority Ethnic communities (BAME) and a combination of these factors.  The causes of these increased risk factors are not yet fully understood, and further research is taking place. | *Managers will need to consider staff who have the higher risk factors. Please ask staff to complete an individual risk assessment to return and discuss with you. Once the individual risk assessment is complete, please return to HR for the employee’s file. Please see the individual risk assessment here*  *Managers should encourage conversations with staff in these risk factor groups - exploration for the risk factors and perception of the staff member. Where there is agreement that the risk factors can be mitigated with the existing control measures in the risk assessment to everyone’s satisfaction no change is needed. Where however it is clear there is increased risk for a staff member which is not mitigated by the existing control measures in the risk assessment the manager must provide support and make necessary adjustments to mitigate those risks.*  *Consider with the staff member if it is more suitable for them to in lower risk work or work remotely in the interim, and take HR advice of any other measures if needed.* | |  | |  | | Manager and Staff | |
| ***Staff with COVID-19 symptoms and potentially spreading to staff and others*** | **WHO**  Staff and those who they come into close contact with.  **HOW**  The virus is spread by droplets from coughs and sneezes and droplets picked up from surfaces | Staff that show symptoms of COVID-19 to report condition to manager immediately. **Do not attend the workplace.**  Staff should access NHS 111 online which is an online interactive and personal checklist:  <https://111.nhs.uk/covid-19>  **Staff who become symptomatic should self-isolate for 7 days.**  **If a staff member is a household contact of someone who becomes symptomatic (the case) the staff member should self-isolate for 14 days. If the staff member starts symptoms, they need to self-isolate for 7 days from that date.**  Staff to seek a swab test (see [here](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested)) which if negative means they can return to work.  If well enough work from home, please complete a health & safety self-assessment of your home working environment, see [here](https://enfield365.sharepoint.com/:w:/r/sites/intranethealth/_layouts/15/Doc.aspx?sourcedoc=%7B1A0B4C84-5D99-4D48-B44B-48ADCAE1280A%7D&file=H_and_S-_Remote_Working_Self_assessment__2_.doc&action=default&mobileredirect=true)  If staff develop symptoms whilst at work, inform manager and leave the workplace immediately, go home and book a swab test (see [here](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested)). Manager to contact [CovidFM@enfield.gov.uk](mailto:CovidFM@enfield.gov.uk) to request cleaning. | | M | | No – to stop spread from symptomatic staff, staff with symptoms must not attend work | | All staff - ongoing | |
| ***Potential risk of spread entering/leaving the workplace*** |  | Minimising staff congregation at bottlenecks such as clocking in, entrances and exits and maintaining social distancing during shift handovers.  Consider alternatives for entry/exit points where appropriate, for example, deactivating pass readers at turnstiles in favour of showing a pass to security personnel at a distance.  Hand sanitisers at entrance/exits to the workplace. | |  | |  | |  | |
| ***Potential spread of Covid-19 Coronavirus in the workplace – follow social distancing guidelines where possible*** | **WHO**  Staff  Members of the Public  Others | Social distance – reducing the number of persons in any work area to comply with the 2 metre (6.5 foot) gap recommended by the Government and Public Health England.  Where social distancing guidelines cannot be followed in full, consider if the activity needs to continue and if it does, what mitigating measures can be put in place.  Mitigating actions to consider reducing the risk of transmission between their staff and others during an outside work activity. For example:   * Increasing the frequency of hand washing and cleaning surfaces * Keeping the activity time involved as short as possible. * Using screens or barriers to separate people from each other. * Well ventilated (open windows) * Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. * Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others). | |  | | Managers should consider that if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead.  Managers should also consider planning for the minimum number of people needed to be onsite to operate safely and effectively (for example, workers deemed necessary to carry out physical works, supervise work, or conduct work in order to operate safely). | |  | |
| ***Consider if Personal Protective Equipment (PPE) is needed for the working activity*** |  | Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so.  Managing the risk from Covid-19 is primarily through social distancing, hygiene measures (cleaning and handwashing) and the use of fixed teams or partnering, rather than through the use of PPE.  PPE to manage the risk from COVID-19, is only needed in limited exceptions such as clinical settings, like a hospital, care homes, GP surgeries, hospices and community care organisations or a small handful of other roles.  Unless the risk of COVID-19 transmission is very high, PPE (eg face masks) are not required.  Whilst not the government advice, if PPE is provided where the work activity is not high risk of Covid-19, this will be for reassurance purposes rather than required for safety reasons. | |  | | The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.  A face covering can be very simple and may be worn in enclosed spaces where social distancing isn’t possible. It just needs to cover your mouth and nose. It is not the same as a face mask, such as the surgical masks or respirators used by health and care workers.  If staff choose to wear a face covering, the following advice should be followed:  •Wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.  •When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.  •Change your face covering if it becomes damp or if you’ve touched it.  •Continue to wash your hands regularly.  •Change and wash your face covering daily.  •If the material is washable, wash in line with manufacturer’s instructions. If it’s not washable, dispose of it carefully in your usual waste.  •Practise social distancing wherever possible. | |  | |
| ***Potential congestion around buildings and work sites*** | **WHO**  Staff  Members of the Public  Others | Reducing movement by discouraging non-essential trips within buildings and sites (possible restriction of access to some areas)  Implementing one-way systems where possible on walkways around the workplace.  Separating sites into working zones to keep different groups of workers physically separated as much as practical.  Reducing job rotation and equipment rotation, for example, single tasks for the day.  Reducing the number of people in attendance at site inductions and consider holding them outdoors wherever possible with social distancing.  Regulating (and marking out 2 metres distances with signage) use of high traffic areas including corridors, lifts, turnstiles and walkways to maintain social distancing.  Carrying out cleaning procedures and providing hand sanitiser, before restarting work. | |  | |  | |  | |
| ***Avoiding the potential spread of virus in common areas (eg mess rooms/canteens)*** |  | Staggering break times to reduce pressure on break rooms or places to eat.  Using safe outdoor areas for breaks.  Creating additional space by using other parts of the workplace freed up by remote working.  Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions. | |  | |  | |  | |
| ***Avoiding the potential spread of virus during meetings*** |  | Where possible, use remote working tools to avoid in-person meetings.  Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout.  Avoiding transmission during meetings, for example, avoid sharing pens and or other objects.  Providing hand sanitiser in meeting rooms.  Holding meetings outdoors or in well-ventilated rooms whenever possible.  For areas where regular meetings take place, use floor signage to help people maintain social distancing. | |  | |  | |  | |
| ***Regular cleaning and handwashing to reduce to spread of virus*** |  | If the workplace (or part) has been closed, undertake a risk assessment before restarting work. Carry out cleaning procedures and providing hand sanitiser before re-opening the workplace.  Enhanced and frequent cleaning of work areas (especially busy areas and hand contact surfaces) and equipment between uses. See the enhanced cleaning regime for corporate buildings.  Frequent cleaning of objects and surfaces that are touched regularly, such site equipment and control panels, and making sure there are adequate disposal arrangements.  Cleaning of all hand tools, controls, machinery and equipment after use. Avoid use of shared tools/equipment where possible. Clean between use if shared.  Ensure sufficient handwashing facilities, especially where there are significant numbers of staff on site. Provision of hand gels for when staff are not near handwashing facilities.  Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.  Providing regular reminders and signage to maintain hygiene standards.  Providing hand sanitisers in multiple locations in addition to washrooms.  Setting clear use and cleaning guidance for toilets, changing/shower rooms and lockers to ensure they are kept clean and social distancing is achieved as much as possible. | |  | | Reminder to all staff to catch coughs and sneezes in tissues – Follow Catch It, Bin It, Kill It and to avoid touching face, eyes, nose or mouth with unclean hands.  Providing additional handwashing facilities, for example, pop-ups, particularly on a large site or where there are significant numbers of personnel on site. | |  | |
| ***Potential spread of virus from contractors attending sites*** |  | In every workplace, increasing the frequency of handwashing and surface cleaning.  Using signs and posters to build awareness of good handwashing technique, the need to increase hand washing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.  Consider who is needed on site, for example, support staff should work from home if at all possible.  Contractors to be notified in advance not to attend the premises if they have symptoms.  Attendance by contractors notified in advance.  Contractors should declare they do not have symptoms when signing in. | |  | | Staff to observe and ask any contractors to leave if they have any symptoms. | |  | |
| ***Accidents, security and other incidents:*** |  | In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe.  People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.  Revisit first aid and fire safety arrangements which may need some alternations due to reduced staffing levels. | |  | |  | |  | |
| ***Potential stress/anxiety caused by COVID-19*** | **WHO**  Staff  **HOW**  e.g. fear of catching the virus, increased/intense workloads, redeployment to other areas, bereavement, illness, feeling isolated | Reassurance to staff of measures taken seriously to protect their safety.  Communication of message that for most people Covid 19 results in mild illness. Also, that transmission of the virus is more likely if in contact with someone with symptoms at less than 2 metres for 15 minutes or more.  Regulator communications from Chief Executive/Coronavirus email  Regular contact with managers and colleagues  One to one supervision meetings with manager  Access to the Employee Assistance Programme 24/7, and managers can refer staff to the Occupational Health Service.  Computer based training on coronavirus and stress – see portal [here](https://enfield365.sharepoint.com/sites/intranethealth/SitePages/h%26straining.aspx) and on i-learn  Staff Guide for bereavement during the coronavirus period – see [Bereavement Guidance](https://enfield365.sharepoint.com/:w:/r/sites/intranethr/_layouts/15/Doc.aspx?sourcedoc=%7BB89C538F-19B4-406F-AF2B-82DEBB572908%7D&file=COVID%2019_Bereavement_Staff%20Guide%20v6%20(002).docx&action=default&mobileredirect=true&DefaultItemOpen=1&cid=0fed1552-343e-4bb7-b369-ee80a71618f6)  Coronavirus staff updates and FAQs – see [here](https://enfield365.sharepoint.com/sites/intranethub/SitePages/Coronavirus-FAQ's.aspx) | | **M** | |  | | All staff and managers- ongoing | |
| ***Travel during work by vehicle*** |  | Use separate vehicles to travel if possible or minimising the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to face.  Cleaning shared vehicles between shifts or on handover  Reducing occupancy of vehicles used for onsite travel, for example, shuttle buses, and when needed, social distancing measures should be followed within the vehicles  Regular cleaning of vehicles especially hand contact surfaces (eg steering wheel. Gears, door handles). Disposable wipes to be provided. | |  | | Example of seating arrangments for maximise distance between staff leaving some seats out of use | |  | |
| ***Travel to and from the visit*** |  | Please refer to the risk assessment for work related use of vehicles  Regular cleaning of vehicles that workers may take home if applicable. | |  | |  | | Manager and Staff | |
| ***Travelling to and from work*** |  | If staff are not working remotely/from home, staff are encouraged to walk, cycle or use their car to travel to/from work.  Avoid using public transport if possible, but if not discuss possible staggered start and finish times to avoid peak travelling times. | |  | |  | |  | |